



U.S. Department of Justice

Executive Office for Immigration Review

Office of the Chief Immigration Judge

Chief Immigration Judge

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July 18, 1994

MEMORANDUM TO: All Assistant Chief Immigration Judges
All Immigration Judges
All Management Officers
All Support Staff

FROM: The Office of the Chief Immigration Judge

SUBJECT: Operating Policies and Procedures Memorandum
No. 94-7: Management of the Criminal Alien
Program

This Operating Policies and Procedures Memorandum (hereinafter OPPM) supersedes OPPM 92-5, dated December 9, 1992. The management of the Criminal Alien Program (hereinafter CAP) will be handled as follows:

1. Management Responsibility: The Criminal Alien Unit (hereinafter CAU), headed by an Assistant Chief Immigration Judge (hereinafter ACIJ) will have management responsibility over all institutional hearing programs at the federal, state, and municipal levels.
2. Criminal Alien Institutional Hearing Program Supervision: The ACIJ supervising the CAU will supervise the following Offices of the Immigration Judge: Oakdale, Louisiana, Eloy, Arizona, Ulster, New York, and any future independent CAP operations as determined by the Chief Immigration Judge. For purposes of this OPPM, independent CAP operations will be defined as any institutional hearing program where an immigration judge (hereinafter IJ) presides on a full-time basis.
3. CAP Caseload Management: The CAU will monitor the CAP caseload in determining the number and duration of IJ visits to CAP sites. Additionally, the CAU will work with the Management Officers in addressing caseload efficiency matters, improving backlog reduction, and monitoring of earliest possible release dates to ensure case completion prior to release from incarceration.

4. Pro Bono Rosters: Under the direction of the CAU, Management Officers will be responsible for establishing and updating pro bono rosters and maintaining contacts to keep rosters current.
5. Site Selection: The CAU will coordinate all potential site selections for institutional hearing programs including federal, state, and municipal locations. This involves initial site visits, monitoring present locations to determine program feasibility, and addressing operational issues which may effect the location of institutional hearing programs.
6. Liaison Meetings: The CAU will represent the Office of the Chief Immigration Judge at all liaison meetings concerning criminal alien matters with the Immigration and Naturalization Service, the Bureau of Prisons (hereinafter BOP), and all state and county departments of corrections.
7. Advanced Technological Systems: The CAU will coordinate the selection of hearing sites where video conferencing/ closed circuit television, telephonic devices, and any other technological systems equipment will be utilized. This will include evaluation and selection of equipment. The effectiveness of these systems will be monitored by the CAU through the local Offices of the Immigration Judge.
8. Special Projects: The CAU will be responsible for maintaining and implementing ANSIR CAP reports for system responsiveness to caseload management; training of field office personnel handling CAP matters; assisting setting up independent state or municipal CAP locations and BOP facilities; and performing special analysis or ad hoc studies of the program as requested by the Chief Immigration Judge.


Michael J. Creppy
Chief Immigration Judge